Fields of Opportunities

STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

October 1, 2010

Dear Child Care Professional:

The Department of Human Services is excited to announce that the Iowa Child Care Provider Training Registry is available in your area! The training registry is a new website where you can view training opportunities that meet regulatory requirements for DHS training hours. You will be able to use the Iowa Child Care Provider Training Registry to enroll for professional development opportunities and track the trainings that you attend in a centralized location.

The training organization that sponsors the training you attend will verify your attendance through the web based system so the training hours you earned will eventually display publicly. By next year through a state-wide roll-out, you will be able to view all available trainings throughout the state in this central location.

The training organizations are currently learning how to use the training registry so the training registry does not display all available professional development opportunities. During this transition, DHS recommends that you use this tool as an additional source to locate and enroll for professional development opportunities and continue to check sources advertised in other venues.

Training organizations may choose to use this system as their enrollment system. Child care facilities may choose to use this system as their regulatory training tracking system. Child care facilities may choose to provide this tool as an option, for the time being. As the training registry builds across the state, this central repository will contain all ongoing professional development hours that are obtained by you and your staff to meet regulatory requirements.

Please contact the DAS-ITE Service Desk at ITE.Servicedesk@iowa.gov, 515-281-5703 or 1-800-532-1174 if you need help creating an account, signing in, or accessing the training registry through the username and password process. DHS encourages our customers to provide feedback about the training registry to eclancy@dhs.state.ia.us.

CCR&R professionals are also available to assist you with your provider support needs. Please contact your CCR&R office or myself (515-281-0321) and we will attempt to assist you in using the training registry. Please be patient with our support as this is a new process for everyone and will take some time to completely understand and utilize to its fullest potential.

Sincerely,

Erin Clancy
Program Manager

ACCESS to the Training Registry

The Iowa Child Care Provider Training Registry allows **anyone to search** for and find information about professional development opportunities, trainers, and child care facility staff's training completion without an account and without needing to sign in. All you need is access to a computer that is online.

1. Go to https://ccmis.dhs.state.ia.us/mainportal/ by entering the underlined content into the address bar at the top of your internet browser screen on the computer.
2. Click on the Training Registry Icon.

CREATE AN ACCOUNT in the Training Registry

You must **create an account** if you wish to enroll in a training, view your training history, evaluate a training you attended, or manage your professional development enrollments in the training registry.

FIRST- YOU WILL NEED AN EMAIL ADDRESS THAT YOU CAN ACCESS AT THE COMPUTER YOU ARE CREATING YOUR ACCOUNT ON.
NOTE: **IF YOU HAVE AN EMAIL ADDRESS THAT YOU CAN ACCESS FROM THIS COMPUTER, PLEASE SKIP THE NEXT FOUR STEPS.**

1. Go to a computer or contact your local CCR&R office to schedule an appointment.
2. Click on an internet browser such as Internet Explorer.
3. Open a search engine. For example, type in www.google.com in the address bar at the top of the internet browser screen on the computer.
4. Search for a place that provides a free email account by typing one of the following email address names into the text box. Some examples are hotmail, gmail, and yahoo. HINT: You will need to access this email from the computer you use to create an account to access the training registry. The email address that you use to create this account does not need to be the same as the email address you will use to receive messages in the training registry.

SECOND-YOU WILL NEED TO ACCESS THE TRAINING REGISTRY WEBSITE.

1. Go to https://ccmis.dhs.state.ia.us/mainportal/ by entering the underlined content into the address bar at the top of your internet browser screen on the computer.
2. Click on the Training Registry Icon.

Third-You will need to create an account.

ALL OF THE FOLLOWING STEPS MUST BE COMPLETED AT THE SAME COMPUTER AND BEFORE ANY OTHER PERSON ATTEMPTS TO CREATE AN ACCOUNT IN THE TRAINING REGISTRY AT THAT SAME COMPUTER. EXAMPLE: YOU CANNOT CREATE AN ACCOUNT IF YOU START THE PROCESS AT HOME AND FINISH THE PROCESS AT THE LIBRARY. YOU CANNOT CREATE AN ACCOUNT IF YOU DO NOT COMPLETE ALL OF THE STEPS BEFORE SOMEONE ELSE ATTEMPTS TO CREATE AN ACCOUNT.

1. Click Sign In on the left, red section of the screen (left navigation bar).
2. Underneath the Enterprise A&A title, click on the CREATE AN ACCOUNT tab.
3. Type your name and click the Register button.
4. Type your email address and click the Save Account Details button.
5. Open your email and click the link to confirm your account and create a password.

ENROLL for Professional Development Opportunities in the Training Registry

1.   Click Sign In on the left, red section of the screen (left navigation bar).
2. On the Basic Account Information Screen, enter the information requested about yourself, your experience, and your education.
3. Click Search Calendar or Search Trainings.
4. Click Search.
5. Click Enroll next to the training you want to attend.
6. Click Submit to confirm enrollment, then click OK.

The training organization will need to confirm your enrollment in case there is a payment or prerequisite required. An email will be sent to the email account that you entered in the Basic Account Information screen.